



COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2011 - JUNE 30, 2012
Deadline: July 13, 2012

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2012 JUL 16 PM 2 57
THOMAS J. PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: HHSA
Division/Unit: Lemon Grove FRC/MIC

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 11 Hours 1571.8 X \$21.79 = \$34,249.52

Types of work performed by GENERAL VOLUNTEERS in this category:

Clerical Functions:

1. Direct clients to appropriate windows for service.
2. Sort Mail.
3. Forward Mail.
4. Assemble eligibility application packets.
5. Prep Mail for scanning.
6. Assemble and mail RRR packets.
7. Return original documents through mail.
8. Sort return mail to recycle RRR packets.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol. 0 Hours 0 X \$21.79 = \$ 0

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. **SPECIALIZED VOLUNTEERS** (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
No. of Vol.	0		Total Hours	0	Total Value = \$ 0

Types of work performed by **SPECIALIZED VOLUNTEERS** in this category: _____

- d. **TOTALS OF DEPARTMENT VOLUNTEERS** (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>11</u>	<u>1571.8</u>	<u>\$34249.52</u>
2b.	_____	_____	_____
2c.	_____	_____	_____
Total Vol.	<u>11</u>	Total Hours <u>1571.8</u>	Total Value = <u>\$34,249.52</u>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____

TOTAL VALUE = \$ 0

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours	0	X	Rate	0	=	\$ 0
-------	---	---	------	---	---	------

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours	0	X	Rate	0	=	\$ 0
-------	---	---	------	---	---	------

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS=

\$ 0

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 0

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 34,249.52
b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 0

TOTAL PROGRAM BENEFIT

\$ 34,249.52

6. RECRUITING:

Please describe your recruiting programs:

Contact Public Consulting Group for needed staff and duties needed to fulfill.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

One of the volunteers was hired as an office assistant and then to a Human Services Specialist.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2012-13:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

5 positions will be required to be filled throughout the year.

1. Direct clients to appropriate windows for service.
2. Sort Mail.
3. Forward Mail to FRC.
4. Assemble eligibility application packets.
5. Prep Mail for scanning.
6. Assemble and mail RRR packets.
7. Return original documents through mail.
8. Sort return mail to recycle RRR packets.

9. GENERAL INFORMATION:

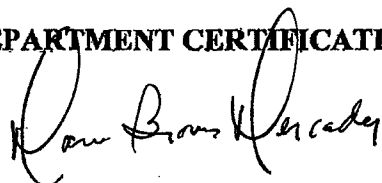
Name of Person Completing Report: Lia Janel Escobedo

Phone Number: 619-668-3909 Mail Stop: W419 E-Mail: LiaJanel.Escobedo@sdcounty.
ca.gov

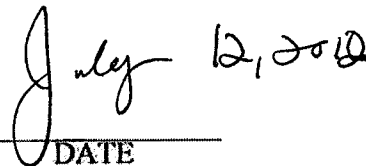
Volunteer Coordinator: Rhonda Saunders

Phone Number: 619-270-4011 Mail Stop: _____ E-Mail: RSAUNDERS@PCGUS.COM

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE



DATE